

Springtown ISD Administrative Policy Grading Guidelines

Note: Exceptions to the grading guidelines listed below must be approved in advance and in writing by the campus principal.

CLASSROOM GRADES

Classroom grades shall accurately reflect the student's relative mastery of an assignment. Things not related to the curriculum, such as selling of products, donating blood, or participation in extracurricular activities, shall NOT raise or lower classroom grades. Course grades will NOT be lowered for tardies, forgetting pens or paper, or for other discipline-related matters, which will be handled by following procedures in the *Student Code of Conduct*.

Teachers may not assign a minimum grade for an assignment without regard to the student's quality of work. A student shall be permitted a reasonable opportunity to redo a class assignment¹ or retake a test² for which the student receives a failing grade. The student or parent must request this opportunity in writing to redo an assignment or retake a test within three (3) days after the original grade is posted in Skyward. Once the request has been made, the teacher will select the date, time, and method³ for the student to redo the assignment or retake the test. When a student redoes an assignment or retakes a test, the original grade will be averaged with the redone/retaken grade for the final grade on the assignment or test, not to exceed a grade of seventy (70). All redos/retakes must occur before the end of the grading period.

Grades for participation are NOT to be counted as a part of the overall average.

Grades for assignments must be entered weekly into the Skyward Gradebook. Grades must be entered into the Gradebook in order to create progress reports and report cards. Grades are required to be recorded promptly in order for parents to view their student's progress through the Family Access program.

PASSING STANDARD

A score of seventy (70) or higher shall be considered a passing grade.

PERFORMANCE NOTICES

For grades K-6, notice of all failures shall be sent at the end of the third and sixth week of each 9-week grading period. For grades 7-12, notice of all failures shall be sent at the end of the third week of the 6-week grading period. In addition, teachers shall send notices whenever the student's performance changes.

Notices shall provide for the signature of the student's parent/guardian and return procedures of notices shall be established at the campus level.

¹ The student must have attempted the original assignment in order to redo.

² The student must have attempted the original test in order to retake. Tests include common assessments, unit tests, and six or nine weeks' tests. They do not include benchmarks and semester exams.

³ Method refers to the assignment and/or test to be given and format for student to redo and/or retake.

PRE-K AND KINDERGARTEN

GRADING SCALE Nine weeks' grades shall be based upon mastery/nonmastery of curriculum objectives. In kindergarten, promotion to the next grade level shall be based on 70% mastery of skills introduced in English language arts and reading and mathematics.

The following scale shall be used to indicate mastery/nonmastery in English language arts and reading and mathematics:

SM = Skill Mastered (equivalent to a numerical grade range of 70.0-100)
NP = Needs Practice (equivalent to a numerical grade range of 69.9 or below)

CITIZENSHIP
GRADES Citizenship grades shall reflect only student behavior within all classroom settings or when students are under teacher supervision, such as on field trips. Citizenship and effort shall be rated E, S, N, or U. Any N or U means that citizenship is in need of improvement or unsatisfactory. All U's recorded would indicate a need for a parent conference. Also, consideration should be given as to the behavior over the reporting period rather than one isolated case of misbehavior.

E, S, N, U
LETTER GRADES Below is the number range for E, S, N, U letter grades for science, social studies, communication skills, social skills, fine arts, physical education, technology applications, and citizenship. The teacher can use any LETTER GRADES number in the range for a particular letter grade to appear on the report card.

Skyward Gradebook is set up to use numbers. Use the number when entering the grades for certain courses and/or citizenship grades. The decimal is not required. Whole numbers are allowed. Once the number grades are posted to Skyward, they will automatically convert to letter grades (E, S, N, or U).

E = Excellent (equivalent to a numerical grade range of 89.5 – 100)
S = Satisfactory (equivalent to a numerical grade range of 79.5 – 89.4)
N = Needs Improvement (equivalent to a numerical grade range of 69.5 – 79.4)
U = Unsatisfactory (equivalent to a numerical grade range of 69.4 or below)

GRADE 1

GRADE
CALCULATION For English language arts and reading and mathematics, nine weeks' grades shall be calculated from the average of the following, with at least one (1) grade per week:

- ENGLISH LANGUAGE ARTS:
 - GRAMMAR AND COMPOSITION
 - Minimum of nine (9) grades
 - Grades count as 67% of overall average

- SPELLING
 - Maximum of nine (9) grades
 - Grades count as 33% of overall average

- READING
 - Minimum of nine (9) grades
 - Grades count as 100% of overall average

- MATHEMATICS
 - Minimum of eighteen (18) grades
 - Grades count as 100% of overall average

For science, social studies, physical education, fine arts, and technology applications, nine weeks' grades shall be based upon mastery/nonmastery of curriculum objectives, with a minimum of one (1) grade per week.

CITIZENSHIP
GRADES

Citizenship grades shall reflect only student behavior within all classroom settings or when students are under teacher supervision, such as on field trips. Citizenship and effort shall be rated E, S, N, or U. Any N or U means that citizenship is in need of improvement or unsatisfactory. All U's recorded would indicate a need for a parent conference. Also, consideration should be given as to the behavior over the reporting period rather than one isolated case of misbehavior.

E, S, N, U
LETTER GRADES

Below is the number range for E, S, N, U letter grades for science, social studies, fine arts, physical education, technology applications, and citizenship. The teacher can use any LETTER GRADES number in the range for a particular letter grade to appear on the report card.

Skyward Gradebook is set up to use numbers. Use the number when entering the grades for certain courses and/or citizenship grades. The decimal is not required. Whole numbers are allowed. Once the number grades are posted to Skyward, they will automatically convert to letter grades (E, S, N, or U).

E = Excellent (equivalent to a numerical grade range of 89.5 – 100)

S = Satisfactory (equivalent to a numerical grade range of 79.5 – 89.4)

N = Needs Improvement (equivalent to a numerical grade range of 69.5 – 79.4)

U = Unsatisfactory (equivalent to a numerical grade range of 69.4 or below)

GRADES 2-4

GRADE
CALCULATION

Nine weeks' grades shall be calculated from the average of the following, with at least one (1) grade per week:

- ENGLISH LANGUAGE ARTS
 - GRAMMAR AND COMPOSITION
 - Minimum of nine (9) grades
 - Grades count as 67% of overall average
 - SPELLING
 - Maximum of nine (9) grades
 - Grades count as 33% of overall average
- READING
 - Minimum of nine (9) grades
 - Grades count as 100% of overall average
- MATHEMATICS
 - Minimum of eighteen (18) grades
 - Grades count as 100% of overall average
- SCIENCE
 - Minimum of nine (9) grades
 - Grades count as 100% of overall average
- SOCIAL STUDIES
 - Minimum of nine (9) grades
 - Grades count as 100% of overall average
- PHYSICAL EDUCATION, FINE ARTS, AND TECHNOLOGY APPLICATIONS
 - Based upon mastery/nonmastery of curriculum objectives

**CITIZENSHIP
GRADES**

Citizenship grades shall reflect only student behavior within all classroom settings or when students are under teacher supervision, such as on field trips. Citizenship and effort shall be rated E, S, N, or U. Any N or U means that citizenship is in need of improvement or unsatisfactory. All U's recorded would indicate a need for a parent conference. Also, consideration should be given as to the behavior over the reporting period rather than one isolated case of misbehavior.

**E, S, N, U
LETTER GRADES**

Below is the number range for E, S, N, U letter grades for fine arts, physical education, technology applications, and citizenship. The teacher can use any LETTER GRADES number in the range for a particular letter grade to appear on the report card.

Skyward Gradebook is set up to use numbers. Use the number when entering the grades for certain courses and/or citizenship grades. The decimal is not required. Whole numbers are allowed. Once the number grades are posted to Skyward, they will automatically convert to letter grades (E, S, N, or U).

E = Excellent (equivalent to a numerical grade range of 89.5 – 100)
S = Satisfactory (equivalent to a numerical grade range of 79.5 – 89.4)
N = Needs Improvement (equivalent to a numerical grade range of 69.5 – 79.4)
U = Unsatisfactory (equivalent to a numerical grade range of 69.4 or below)

WEIGHTED GRADES FOR GR 1-4 The following shall be weighted by a multiplier of 2 (entered twice in Gradebook) for English language arts, reading, mathematics, science, and/or social studies:

- Major Projects
- Common Assessments/Unit Tests
 - Note: For ELAR common assessments/unit tests, 1 grade is to be entered for ELA, and 1 grade is to be entered for reading.

GRADE 5

GRADE
CALCULATION

Nine weeks' grades shall be calculated by counting the average of daily work and projects as 95% and the average of unit assessments as 5%. English language arts and reading courses shall have a minimum of eight (8) grades per nine weeks. Math, science, and social studies courses shall have a minimum of sixteen (16) grades per nine weeks, with at least one (1) grade per week. Physical education, fine arts, and technology applications courses shall have a minimum of five (5) grades for the nine week period.

CITIZENSHIP
GRADES

Citizenship grades shall reflect only student behavior within all classroom settings or when students are under teacher supervision, such as on field trips. Citizenship and effort shall be rated E, S, N, or U. Any N or U means that citizenship is in need of improvement or unsatisfactory. All U's recorded would indicate a need for a parent conference. Also, consideration should be given as to the behavior over the reporting period rather than one isolated case of misbehavior.

GRADE 6

GRADE
CALCULATION

Nine weeks' grades shall be calculated by counting the average of daily work and projects as 90% and the average of unit assessments as 10%. English language arts, reading, math, science, and social studies courses shall have a minimum of sixteen (16) grades per nine weeks, with at least one (1) grade per week. Physical education, fine arts, and technology applications courses shall have a minimum of five (5) grades for the nine week period.

CITIZENSHIP
GRADES

Citizenship grades shall reflect only student behavior within all classroom settings or when students are under teacher supervision, such as on field trips. Citizenship and effort shall be rated E, S, N, or U. Any N or U means that citizenship is in need of improvement or unsatisfactory. All U's recorded would indicate a need for a parent conference. Also, consideration should be given as to the behavior over the reporting period rather than one isolated case of misbehavior.

GRADES 7-8

**GRADE
CALCULATION**

Six weeks' grades shall be calculated by counting the average of test grades as 50% and the average of daily work and project grades as 50%. Semester grades shall be calculated by counting the average of the six weeks' grades as 90% and the semester test as 10%. There shall be at least twelve (12) grades per six weeks, including a minimum of three (3) test grades per six-week period.

**CITIZENSHIP
GRADES**

Citizenship grades shall reflect only student behavior within all classroom settings or when students are under teacher supervision, such as on field trips. Citizenship and effort shall be rated E, S, N, or U. Any N or U means that citizenship is in need of improvement or unsatisfactory. All U's recorded would indicate a need for a parent conference. Also, consideration should be given as to the behavior over the reporting period rather than one isolated case of misbehavior.

GRADES 9-12

**GRADE
CALCULATION**

Six weeks' grades shall be calculated by counting the average of test grades as 50% and the average of daily work and project grades as 50%. Semester grades shall be calculated by counting the average of the six weeks' grades as 90% and the semester test as 10%. There shall be at least twelve (12) grades per six weeks, including a minimum of three (3) test grades per six-week period.

**CITIZENSHIP
GRADES**

Citizenship grades shall reflect only student behavior within all classroom settings or when students are under teacher supervision, such as on field trips. Citizenship and effort shall be rated E, S, N, or U. Any N or U means that citizenship is in need of improvement or unsatisfactory. All U's recorded would indicate a need for a parent conference. Also, consideration should be given as to the behavior over the reporting period rather than one isolated case of misbehavior.

TRANSFER GRADES

For transferring students, numerical grades will be recorded exactly as they appear on the withdrawal from the sending school and alphabetical grades will be given the numerical equivalent according to the grading scale of the sending school. If no grading scale is provided by the sending school, the following conversion scale will be used:

A+ = 98	C+ = 78	F = 59
A = 95	C = 75	P (Passing) = 70
A- = 92	C- = 72	
B+ = 88	D+ = 68	
B = 85	D = 65	
B- = 82	D- = 62	

A/AB HONOR ROLL

See the *Student Handbook* for A/AB Honor Roll guidelines.

GRADING GUIDELINES FOR STUDENTS WITH DISABILITIES

Students with disabilities are held to the district grading guidelines unless the ARD committee determines otherwise. The ARD committee can consider the use of grading accommodations or modifications based on the disability-related needs of the student. The district has developed a grading guidance document to assist ARD committees in making decisions about grading for students with disabilities. A copy of this guidance document is located on each campus and on the district website.

FINALITY OF GRADE

An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with the district grading policy applicable to the grade, as determined by the board. [See EIA (LEGAL)]

GRADE/EDUCATION RECORD

A student's grade will be considered accurate, correct, and an education record fifteen (15) District business days after the end of the grading period, semester, or course. All grade challenges must occur within the fifteen (15) District business day timeline. [See FNG (LOCAL); FL (LOCAL)]

MAKE-UP WORK

See guidelines for make-up work in the *Student Handbook*.

HOME SCHOOL

Students who have been home schooled shall be placed initially at the discretion of a committee of knowledgeable persons at the campus of the home schooled grade level. The committee of knowledgeable persons shall include the campus principal. The committee will review student academic information and testing results by the counselor and/or classroom teacher(s). Students transferring from home schools shall be treated the same as students transferring from unaccredited private schools. Awarding of credit for courses taken may be determined by reviewing the curriculum and/or work of the students, or by using appropriate assessments. The assessment instruments shall be valid and reliable, with the passing standard being no higher than the standard required of students transferring from an unaccredited private school.

The district guidelines for notification, placement, and the awarding of credit to previously home schooled students are:

1. Elementary students may be assessed by means of a nationally recognized norm-referenced test (i.e. ITBS achievement test), by a locally developed assessment (i.e. unit test), by an appropriate

grade level assessment (i.e. STAR), or by a previously released state exam of appropriate grade level (i.e. STAAR).

2. Secondary students may be assessed using credit-by-exam methods for individual subject areas, by a nationally recognized norm-referenced assessment (i.e. ITBS/ITED achievement test), by a locally developed assessment (i.e. unit test, benchmark, six weeks test), or by a previously released state exam of appropriate grade-level courses (i.e. STAAR).

A secondary student assessed using the credit-by-exam method should be given adequate time to prepare for the test, particularly if multiple exams are required. The standard of 70% for students to receive credit for classes they have already taken shall be used.

The district will allow home schooled students the opportunity to participate in PSAT/NQMST and AP testing that it provides enrolled students. The district will notify the public via website of the dates of PSAT/NQMST and AP tests, that home school students are eligible to take the test, and procedures for registering for such tests. This public notice will be posted/published at the same time and with the same frequency as the notice given to students attending the district.

3. Chronological age and social/emotional development of the student.
4. Other criteria deemed appropriate by the committee of knowledgeable persons.